2016 – 2017 GCN TRAINING LIST Millville Public School District – NJ Mandatory Training Topics

CULVER & ADMINISTRATION STAFF = TEACHERS, INSTRUCTIONAL AIDES, COUNSELORS, NURSES AND THERAPIST/PSYCHOLOGIST

	TRAINING TOPIC	GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	School Security / Safety	No Module	Culver	Annually	Faculty Mtg
	,,,,,	Principal leads training	Admin & Staff	,	September
2	AED / Janet's Law	No Module	Culver	Annually	Faculty Mtg
		MERT	Admin & Staff		September
3	ADHD (26 min)	ADHD (26 min)	Staff &	Annually	Dec 16
			Instructional Aides		
4	Affirmative Action, Non	Sexual Harassment	Culver	Annually	Oct 31
	Discrimination, Equity (22 min)		Admin & Staff		
5	Substance Abuse (12 min)	Alcohol & Drug Awareness for Employees	Admin & Staff	Annually	Feb 6
6	Allergy Management (18 min)	Allergy Management/Food Allergies	Staff	Annually	Nov 4
7	Harassment, Intimidation, and	Anti-Bullying Bill of Rights	Culver	Annually	Oct 14
	Bullying (34 min & 18 min)	-and-	Admin & Staff		&
		Cyberbullying			Feb 6
8	Asthma (18 min)	Asthma	Admin & Staff	Annually	Nov 4
9	Autism (23 min)	Autism	Special Ed Teachers Therapist/Psych	Annually	Nov 7
10	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Culver Admin & Staff	Annually	Oct 14
11	Potentially Missing, Abused or Neglected Children (20 min)	Child Abuse – NJ	Culver Admin & Staff	Annually	Dec 18
12	Confidentiality (14 min)	Confidentiality	Culver Admin & Staff	Annually	Dec 18
13	Diabetes (Nurse will turnkey where needed)	Diabetes Awareness	Nurse	Annually	Dec 18
14	Ethics & Boundaries (21 min)	Ethics & Boundaries for	Culver	Annually	Sept 25
	, ,	School Employees	Admin & Staff	,	
15	FERPA (18 min)	FERPA	Staff	Annually	Feb 5
16	Fire Extinguishers (21 min)	Fire Extinguishers	Staff	Annually	Feb 5
17	Gang Awareness (13 min)	Gang Awareness	Culver Admin & Staff	Annually	Feb 5
18	Playground Supervision (10 min)	Playground Supervision	Classroom Aides	Annually	Oct 31
19	Professionalism (13 min)	Professionalism (Conduct & Appearance)	Staff	Annually	Oct 17
20	Dyslexia (120 min)	Reading Disabilities/Dyslexia	Staff	Annually	March 4
21	Section 504 (20 min & 25 min)	Section 504 Part I & II	Staff	Annually	Dec 16
22	Slip & Fall Prevention (11 min)	Slip & Fall Prevention (11 min)	Staff	Annually	Jan 16
23	Social Media Procedures (12 min)	Social Medial Procedures	Staff	Annually	Sept 23
24	Teen Dating Violence (15 min)	Teen Dating Violence	Lakeside, HS, Admin,	Annual	Nov 4
24	reen buting violence (15 mm)	reen baning violence	Counselors & Nurses	Amidai	1100 4
			ivurses		

	NEW HIRES (ONLY) - These modu	les are in addition to those liste	ed in the section that p	ertains to your jol	o title
	TRAINING TOPIC	GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	Classroom Management (15 min)	Classroom Management	All NEW Teaching	1 st year	Nov 4
	,	Elementary or High School	Staff	,	
2	Suicide Awareness (16 min)	Suicide Prevention	ALL NEW	Once every	Oct 31
	` ,		Admin & Staff	5 years	
				,	
		CAFETERIA WORKERS &	AIDES		
	TRAINING TOPIC	GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION
				11011 0111	DATE
1	Allergy Management (18 min)	Allergy Management/Food	Cafeteria & Aides	Annually	TBD by Food
		Allergies (21 min)		,	Service
		,			Supervisor
2	Back Safety	Back Safety	Cafeteria & Aides	Annually	,
	(English or Spanish Version)	(21 min)		,	
	(21 min)	, ,			
3	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Cafeteria & Aides	Annually	
4	Civil Rights (16 min)	Civil Rights – NJ (15 min)	Cafeteria & Aides	Optional	
5	Food Safety (22 min)	Food Safety	Cafeteria & Aides	Annually	
	, , ,	(22 min)		,	
6	Hand Washing (8 min)	Hand Washing (8 min)	Cafeteria & Aides	Optional	
7	Affirmative Action, Non	Sexual Harassment	Cafeteria & Aides	Annually	
	Discrimination, Equity (22 min)			,	
8	Slip & Fall Prevention (11 min)	Slip & Fall Prevention	Cafeteria & Aides	Annually	
	,	(11 min)		,	
		COMPUTER DEPARTM	ENT		
	TRAINING TOPIC	GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION
	TRAINING TOPIC	GCN WODOLE(S)	WHO NEEDS IT:	HOW OF IEN:	DATE
1	Substance Abuse (12 min)	Alcohol & Drug Awareness	Computer Dept.	Annually	DAIL
_	Substance Abuse (12 mm)	For Employees	computer bept.	Aillidally	Feh 6
2					Feb 6
	Blood Borne Pathogens (20 min)		Computer Dept	Δnnually	
	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	Computer Dept.	Annually	Oct 14
3	Confidentiality (14 min)	Blood Borne Pathogens Confidentiality	Computer Dept.	Annually	Oct 14 Dec 18
	1	Blood Borne Pathogens Confidentiality Ethics & Boundaries for			Oct 14
3 4	Confidentiality (14 min) Ethics & Boundaries (21 min)	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees	Computer Dept. Computer Dept.	Annually Annually	Oct 14 Dec 18 Sept 25
3	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non	Blood Borne Pathogens Confidentiality Ethics & Boundaries for	Computer Dept.	Annually	Oct 14 Dec 18
3 4 5	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min)	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment	Computer Dept. Computer Dept. Computer Dept.	Annually Annually Annually	Oct 14
3 4	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees	Computer Dept. Computer Dept.	Annually Annually	Oct 14 Dec 18 Sept 25
3 4 5	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min)	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures	Computer Dept. Computer Dept. Computer Dept. Computer Dept.	Annually Annually Annually	Oct 14
3 4 5	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min) Social Media Procedures (12 min)	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures CUSTODIANS & MAINTER	Computer Dept. Computer Dept. Computer Dept. Computer Dept.	Annually Annually Annually Annually	Oct 14 Dec 18 Sept 25 Oct 31 Sept 23
3 4 5	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min)	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures	Computer Dept. Computer Dept. Computer Dept. Computer Dept.	Annually Annually Annually	Oct 14
3 4 5	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min) Social Media Procedures (12 min) TRAINING TOPIC	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures CUSTODIANS & MAINTEN GCN MODULE(S)	Computer Dept. Computer Dept. Computer Dept. Computer Dept. VANCE WHO NEEDS IT?	Annually Annually Annually Annually HOW OFTEN?	Oct 14 Dec 18 Sept 25 Oct 31 Sept 23 COMPLETION DATE
3 4 5 6	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min) Social Media Procedures (12 min)	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures CUSTODIANS & MAINTER	Computer Dept. Computer Dept. Computer Dept. Computer Dept.	Annually Annually Annually Annually	Oct 14 Dec 18 Sept 25 Oct 31 Sept 23
3 4 5 6	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min) Social Media Procedures (12 min) TRAINING TOPIC	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures CUSTODIANS & MAINTER GCN MODULE(S) Asbestos Awareness (2	Computer Dept. Computer Dept. Computer Dept. Computer Dept. Computer Dept. VANCE WHO NEEDS IT? Custodians &	Annually Annually Annually Annually Annually Before Start	Oct 14 Dec 18 Sept 25 Oct 31 Sept 23 COMPLETION DATE TBD by Facilities
3 4 5 6	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min) Social Media Procedures (12 min) TRAINING TOPIC Asbestos (2 hrs)	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures CUSTODIANS & MAINTER GCN MODULE(S) Asbestos Awareness (2 hrs)	Computer Dept. Computer Dept. Computer Dept. Computer Dept. Computer Dept. VANCE WHO NEEDS IT? Custodians &	Annually Annually Annually Annually HOW OFTEN? Before Start Date	Oct 14 Dec 18 Sept 25 Oct 31 Sept 23 COMPLETION DATE TBD by
3 4 5 6	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min) Social Media Procedures (12 min) TRAINING TOPIC	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures CUSTODIANS & MAINTER GCN MODULE(S) Asbestos Awareness (2 hrs) Asbestos Refresher (20	Computer Dept. Computer Dept. Computer Dept. Computer Dept. Computer Dept. NANCE WHO NEEDS IT? Custodians & Maintenance Custodians &	Annually Annually Annually Annually Annually Before Start	Oct 14 Dec 18 Sept 25 Oct 31 Sept 23 COMPLETION DATE TBD by Facilities
3 4 5 6	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min) Social Media Procedures (12 min) TRAINING TOPIC Asbestos (2 hrs) Asbestos (20 min)	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures CUSTODIANS & MAINTER GCN MODULE(S) Asbestos Awareness (2 hrs) Asbestos Refresher (20 min)	Computer Dept. Computer Dept. Computer Dept. Computer Dept. Computer Dept. NANCE WHO NEEDS IT? Custodians & Maintenance	Annually Annually Annually Annually HOW OFTEN? Before Start Date Annually	Oct 14 Dec 18 Sept 25 Oct 31 Sept 23 COMPLETION DATE TBD by Facilities
3 4 5 6	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min) Social Media Procedures (12 min) TRAINING TOPIC Asbestos (2 hrs) Asbestos (20 min) Back Safety (21 min)	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures CUSTODIANS & MAINTER GCN MODULE(S) Asbestos Awareness (2 hrs) Asbestos Refresher (20 min) Back Safety	Computer Dept. Computer Dept. Computer Dept. Computer Dept. Computer Dept. VANCE WHO NEEDS IT? Custodians & Maintenance Custodians & Maintenance Custodians &	Annually Annually Annually Annually HOW OFTEN? Before Start Date	Oct 14 Dec 18 Sept 25 Oct 31 Sept 23 COMPLETION DATE TBD by Facilities
3 4 5 6	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min) Social Media Procedures (12 min) TRAINING TOPIC Asbestos (2 hrs) Asbestos (20 min)	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures CUSTODIANS & MAINTER GCN MODULE(S) Asbestos Awareness (2 hrs) Asbestos Refresher (20 min)	Computer Dept. Computer Dept. Computer Dept. Computer Dept. Computer Dept. VANCE WHO NEEDS IT? Custodians & Maintenance Custodians & Maintenance	Annually Annually Annually Annually HOW OFTEN? Before Start Date Annually	Oct 14 Dec 18 Sept 25 Oct 31 Sept 23 COMPLETION DATE TBD by Facilities
3 4 5 6	Confidentiality (14 min) Ethics & Boundaries (21 min) Affirmative Action, Non Discrimination, Equity (22 min) Social Media Procedures (12 min) TRAINING TOPIC Asbestos (2 hrs) Asbestos (20 min) Back Safety (21 min)	Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Sexual Harassment Social Media Procedures CUSTODIANS & MAINTER GCN MODULE(S) Asbestos Awareness (2 hrs) Asbestos Refresher (20 min) Back Safety	Computer Dept. Computer Dept. Computer Dept. Computer Dept. Computer Dept. VANCE WHO NEEDS IT? Custodians & Maintenance Custodians & Maintenance Custodians &	Annually Annually Annually Annually HOW OFTEN? Before Start Date Annually	Oct 14 Dec 18 Sept 25 Oct 31 Sept 23 COMPLETION DATE TBD by Facilities

	Cleaning Chemicals (14 min)	Cleaning Chemicals	Custodians &	Annually	
		-	Maintenance		
5	Forklift Safety (21 min)	Forklift Safety	Warehouse Only	Annually	
6	Hand tool Safety (23 min)	Hand tool Safety	Custodians & Maintenance	Annually	
7	Hazard Communications (32 min)	Hazard Communication PEOSH – NJ	Custodians & Maintenance	Annually	
8	Ladders (13 min)	Ladder Safety	Custodians &	Annually	
9	Lock Out – Tag Out (19 min)	Lock Out – Tag Out	Maintenance Custodians & Maintenance	Annually	
10	Affirmative Action, Non Discrimination, Equity (22 min)	Sexual Harassment	Custodians & Maintenance	Annually	
		SECRETARIES			
	TRAINING TOPIC	GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION
					DATE
1	Confidentiality (14 min)	Confidentiality	All Secretaries	Annually	Dec 18
2	Blood Borne Pathogens (20 min)	Blood Borne Pathogens	All Secretaries	Annually	Oct 14
3	Ethics & Boundaries (21 min)	Ethics & Boundaries for School Employees	All Secretaries	Annually	Sept 25
4	Professionalism (13 min)	Professionalism (Conduct & Appearance)	All Secretaries	Annually	Oct 17
5	Affirmative Action, Non	Sexual Harassment	All Secretaries	Annually	Oct 31
	Discrimination, Equity (22 min)				
6	Social Media Procedures (12 min)	Social Media Procedures	All Secretaries	Annually	Sept 23
6	Social Media Procedures (12 min)		All Secretaries	Annually	Sept 23
6		SECURITY AIDES			
6	Social Media Procedures (12 min) TRAINING TOPIC		All Secretaries WHO NEEDS IT?	Annually HOW OFTEN?	Sept 23 COMPLETION DATE
1		SECURITY AIDES			COMPLETION
	TRAINING TOPIC	SECURITY AIDES GCN MODULE(S) Alcohol & Drug Awareness	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE
1	TRAINING TOPIC Substance Abuse (12 min)	SECURITY AIDES GCN MODULE(S) Alcohol & Drug Awareness for Employees Anti-Bullying Bill of Rights -and-	WHO NEEDS IT? Security Aides	HOW OFTEN? Annually	COMPLETION DATE Feb 6 Oct 14 &
1 2	TRAINING TOPIC Substance Abuse (12 min) Harassment, Intimidation, and Bullying (34 min & 18 min)	SECURITY AIDES GCN MODULE(S) Alcohol & Drug Awareness for Employees Anti-Bullying Bill of Rights -and- Cyberbullying	WHO NEEDS IT? Security Aides Security Aides	HOW OFTEN? Annually Annually	COMPLETION DATE Feb 6 Oct 14 & Feb 6
1 2	TRAINING TOPIC Substance Abuse (12 min) Harassment, Intimidation, and Bullying (34 min & 18 min) Blood Borne Pathogens (20 min)	SECURITY AIDES GCN MODULE(S) Alcohol & Drug Awareness for Employees Anti-Bullying Bill of Rights -and- Cyberbullying Blood Borne Pathogens	WHO NEEDS IT? Security Aides Security Aides Security Aides	HOW OFTEN? Annually Annually Annually	COMPLETION DATE Feb 6 Oct 14 & Feb 6 Oct 14
1 2 3 4	TRAINING TOPIC Substance Abuse (12 min) Harassment, Intimidation, and Bullying (34 min & 18 min) Blood Borne Pathogens (20 min) Confidentiality (14 min)	SECURITY AIDES GCN MODULE(S) Alcohol & Drug Awareness for Employees Anti-Bullying Bill of Rights -and- Cyberbullying Blood Borne Pathogens Confidentiality	WHO NEEDS IT? Security Aides Security Aides Security Aides Security Aides	Annually Annually Annually Annually	COMPLETION DATE Feb 6 Oct 14 & Feb 6 Oct 14 Dec 18
1 2	TRAINING TOPIC Substance Abuse (12 min) Harassment, Intimidation, and Bullying (34 min & 18 min) Blood Borne Pathogens (20 min)	SECURITY AIDES GCN MODULE(S) Alcohol & Drug Awareness for Employees Anti-Bullying Bill of Rights -and- Cyberbullying Blood Borne Pathogens	WHO NEEDS IT? Security Aides Security Aides Security Aides	HOW OFTEN? Annually Annually Annually	COMPLETION DATE Feb 6 Oct 14 & Feb 6 Oct 14
1 2 3 4	TRAINING TOPIC Substance Abuse (12 min) Harassment, Intimidation, and Bullying (34 min & 18 min) Blood Borne Pathogens (20 min) Confidentiality (14 min)	SECURITY AIDES GCN MODULE(S) Alcohol & Drug Awareness for Employees Anti-Bullying Bill of Rights -and- Cyberbullying Blood Borne Pathogens Confidentiality Ethics & Boundaries for	WHO NEEDS IT? Security Aides Security Aides Security Aides Security Aides	Annually Annually Annually Annually	COMPLETION DATE Feb 6 Oct 14 & Feb 6 Oct 14 Dec 18
1 2 3 4 5	TRAINING TOPIC Substance Abuse (12 min) Harassment, Intimidation, and Bullying (34 min & 18 min) Blood Borne Pathogens (20 min) Confidentiality (14 min) Ethics & Boundaries (21 min)	SECURITY AIDES GCN MODULE(S) Alcohol & Drug Awareness for Employees Anti-Bullying Bill of Rights -and- Cyberbullying Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees	WHO NEEDS IT? Security Aides Security Aides Security Aides Security Aides Security Aides	Annually Annually Annually Annually Annually Annually	COMPLETION DATE Feb 6 Oct 14 & Feb 6 Oct 14 Dec 18 Sept 25
1 2 3 4 5	TRAINING TOPIC Substance Abuse (12 min) Harassment, Intimidation, and Bullying (34 min & 18 min) Blood Borne Pathogens (20 min) Confidentiality (14 min) Ethics & Boundaries (21 min) Fire Extinguishers (21 min)	SECURITY AIDES GCN MODULE(S) Alcohol & Drug Awareness for Employees Anti-Bullying Bill of Rights -and- Cyberbullying Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Fire Extinguishers	WHO NEEDS IT? Security Aides Security Aides Security Aides Security Aides Security Aides Security Aides	Annually Annually Annually Annually Annually Annually Annually	COMPLETION DATE Feb 6 Oct 14 & Feb 6 Oct 14 Dec 18 Sept 25 Feb 5
1 2 3 4 5 6 7	TRAINING TOPIC Substance Abuse (12 min) Harassment, Intimidation, and Bullying (34 min & 18 min) Blood Borne Pathogens (20 min) Confidentiality (14 min) Ethics & Boundaries (21 min) Fire Extinguishers (21 min) Gang Awareness (13 min)	SECURITY AIDES GCN MODULE(S) Alcohol & Drug Awareness for Employees Anti-Bullying Bill of Rights -and- Cyberbullying Blood Borne Pathogens Confidentiality Ethics & Boundaries for School Employees Fire Extinguishers Gang Awareness Professionalism	WHO NEEDS IT? Security Aides Security Aides	Annually Annually Annually Annually Annually Annually Annually Annually	COMPLETION DATE Feb 6 Oct 14 & Feb 6 Oct 14 Dec 18 Sept 25 Feb 5 Feb 5

	OPTIONAL TRAININGS						
	TRAINING TOPIC	GCN MODULE(S)	WHO NEEDS IT?	HOW OFTEN?	COMPLETION DATE		
1	Behavioral Interventions (15 min)	Behavioral Interventions for Students with Disabilities	Anyone	Optional	N/A		
2	Civil Rights (16 min)	Civil Rights – NJ	Anyone	Optional	N/A		
3	Hand Washing (8 min)	Hand Washing	Anyone	Optional	N/A		
4	Mental Illness (9 min)	Mental Illness Awareness for Employees	Anyone	Optional	N/A		
5	Needs of Expecting & Parenting Youth (18 min)	Needs of Expecting & Parenting Youth	Anyone	Optional	N/A		
6	Conflict Resolution (22 min)	Peer Counseling, Anti- Violence & Conflict Resolution Programs	Anyone	Optional	N/A		
7	Seizure Disorders (21 min)	Seizure Disorders	Anyone	Optional	N/A		